

Dear Colleague:

To maintain registration with the U.S. Agency for International Development (USAID), annual documentation should be sent within the six months following an international private voluntary organization's (IPVO's) fiscal-year-end date.

We are enclosing the Annual Submission Checklist for Non-U.S. PVOs (a required documentation list) and the International Executive Contact List. Please complete both and send them, along with all annual registration materials on the checklist, to the following address:

**Mr. Marvin E. Kelley
Registration Coordinator
DIMENSIONS INTERNATIONAL, INC.
4501 Ford Avenue, Suite 1200
Alexandria, VA 22302
UNITED STATES OF AMERICA**

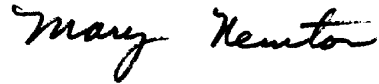
Please note that registration does not refer to programmatic capability, nor does it confer any official status of approval. It is not the purpose of registration to make, or to enable to be made, any representation to the public concerning the meaning of being registered. Promotional materials or advertisements suggesting otherwise will be grounds for removal from the PVO Registry.

In addition, all religiously-affiliated PVOs are required to maintain separate accounts for funds to be used for development and humanitarian activities supported by the United States Government (including USAID) and funds to be used for religious or church-related activities with significant religious or proselytizing purpose or content.

Religiously-affiliated PVOs may use their own funds for religious or sectarian purposes. These activities, however, must be separated from USAID-financed activities so as to avoid the appearance that USAID assistance subsidizes or endorses religion or promotes religious doctrines or religious indoctrination.

If you have any questions, please contact the Registration Coordinator, Mr. Marvin Kelley, at (703) 998-0601 or send an e-mail to mkelley@dimen-intl.com.

Sincerely,

A handwritten signature in cursive script that reads "Mary Q. Newton".

Mary Q. Newton
Registrar
Private Voluntary Cooperation - American
Schools & Hospitals Abroad
Bureau for Democracy, Conflict and
Humanitarian Assistance

Enclosures: 1. Non-U.S. Annual Submission Checklist
2. International Executive Contact Data Sheet
3. VolAg Report Data Sheet
4. PVO Classification Form



Non-U.S. Annual Submission Checklist (Required Documents)

To maintain registration with the U.S. Agency for International Development (USAID), each international private voluntary organization (IPVO) is to send the following materials within six months after its fiscal-year-end.

Please return this checklist with your submission. Applications must be in English.

- _____ 1. Audited financial statements, including a statement of income and expenditures. **Financial statements must be in English and converted to U.S. dollars. All submissions must be in final form. Drafts will be discarded.**
- _____ 2. VolAg Report data sheet summarizing the organization's support, revenue and expenses (enclosed). **Must be for the same reporting period as the financial statements and converted to U.S. dollars.**
- _____ 3. Annual report (draft acceptable) or similar document describing program activities. **The annual report must be for the same reporting period as the financial statements and be in English.**
- _____ 4. International Executive Contact data sheet providing the names of principle IPVO contacts (enclosed).
- _____ 5. Articles of Incorporation, Charter, or Bylaws **only if amended since originally submitted.**
- _____ 6. PVO Classification Form (enclosed).

SUBMISSION WILL BE CONSIDERED INCOMPLETE AND WILL BE DISCARDED WITHOUT THE FIRST THREE (3) DOCUMENTS LISTED ABOVE.

USAID may revise the checklist of documents above from time to time. In addition, each registrant will submit such other information as USAID may reasonably require to determine that the applicant meets USAID's Conditions of Registration.

INTERNATIONAL EXECUTIVE CONTACT SHEET

(Current Information Requested)

IPVO Name _____

Acronym _____

Address _____

(City) (Country)

FY End Date _____

IPVO Phone No. () _____

IPVO Fax No. () _____

IPVO E-Mail Address _____ @ _____

URL (Website) http:// _____

Executive Contact _____
(Dr.,Mr.,Ms.) (First) (Last)

Position Title _____

Financial Officer _____
(Dr.,Mr.,Ms.) (First) (Last)

Position Title _____

Program Officer _____
(Dr.,Mr.,Ms.) (First) (Last)

Position Title _____

1. How many board members are there? _____

2. How many staff members serve on the board? _____

3. Are board members compensated for their service on that board? Yes No

(If yes, submit explanation of compensation) _____

Note: If board members are not listed elsewhere, enclose names and addresses.

4. Top Five Salaries and Allowance(s)

	Name	Title	Salary	Allowance
1.	_____	_____	\$ _____	\$ _____
2.	_____	_____	\$ _____	\$ _____
3.	_____	_____	\$ _____	\$ _____
4.	_____	_____	\$ _____	\$ _____
5.	_____	_____	\$ _____	\$ _____

VOLAG REPORT DATA SHEET

Support, Revenue, and Expenses

For fiscal year beginning _____ ending _____

FOR INTERNATIONAL PRIVATE VOLUNTARY ORGANIZATIONS (IPVOs) ONLY

NOTE: The figures below will be included in the VolAg Report. List amounts in U.S. dollars.

U.S. SUPPORT	1. USAID Grants (LIST EACH GRANT NUMBER AND AMOUNT ON A SEPARATE SHEET) 2. USAID Contracts (LIST EACH CONTRACT NUMBER AND AMOUNT ON A SEPARATE SHEET) 3. Other U.S. Government Support (LIST U.S. AGENCIES ON A SEPARATE SHEET) 4. Total U.S. Support (Add Lines 1 Through 3)	\$ _____ \$ _____ \$ _____ \$ _____
NON-U.S. SUPPORT	5. International Agencies (LIST INTERNATIONAL AGENCIES ON A SEPARATE SHEET) 6. Foreign Governments (LIST FOREIGN GOVERNMENTS ON A SEPARATE SHEET) 7. Domestic Government (COUNTRY OF IPVO HEADQUARTERS) 8. Total Non-U.S. Support (Add Lines 5 Through 7)	\$ _____ \$ _____ \$ _____ \$ _____
PRIVATE SUPPORT	9. Private Contributions 10. Sub-grants (LIST FUNDS RECEIVED INDIRECTLY FROM GRANTS THROUGH AN INTERMEDIARY) 11. In-kind Contributions 12. Private Revenue 13. Total Private Support (Add Lines 9 Through 12)	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
TOTAL SUPPORT	14. Total Support and Revenue per Financial Statements (Add Lines 4, 8 & 13)	\$ _____
EXPENSES	15. Overseas Programs 16. Domestic Programs 17. Administrative and Management 18. Fundraising	\$ _____ \$ _____ \$ _____ \$ _____
TOTAL EXPENSES	19. Total Expenses per Financial Statements (Add Lines 15 Through 18)	\$ _____
	20. Surplus / Deficit per Financial Statements (Subtract Line 19 From Line 14)	\$ _____

PVO CLASSIFICATION FORM

Select a MAXIMUM of 10 Activities.

PLEASE SELECT ☒ THE APPROPRIATE ACTIVITY SECTORS IN WHICH YOUR ORGANIZATION IS CONDUCTING MOST OF ITS FIELD ACTIVITIES FOR THE CURRENT FISCAL YEAR.

I. AGRICULTURE

- ☐ Crop and Livestock Development
- ☐ Food Security and Food Aid
- ☐ Rural Development
- ☐ Water and Sanitation

II. CAPACITY BUILDING

- ☐ Institution Strengthening and Development
- ☐ Network and Alliance Building
- ☐ NGO Strengthening
- ☐ Partnership Development

III. CIVIL SOCIETY

- ☐ Community Development
- ☐ Conflict Management
- ☐ Democratic Initiatives
- ☐ Policy Advocacy
- ☐ Women in Development

IV. EDUCATION

- ☐ Basic Education
- ☐ Clearinghouse
- ☐ Girls' Education
- ☐ Information, Education and Communication (IEC)
- ☐ Literacy
- ☐ Nonformal Education
- ☐ Training
- ☐ Vocational Education

V. ENVIRONMENT

- ☐ Conservation
- ☐ Ecology
- ☐ Natural Resources

VI. HEALTH

- ☐ Basic Health
- ☐ Child Survival
- ☐ Family Planning
- ☐ HIV/AIDS and Infectious Diseases
- ☐ Neonatal Care
- ☐ Nutrition

VII. HUMANITARIAN ASSISTANCE

- ☐ Commodity and Freight
- ☐ Disaster Relief and Assistance
- ☐ Refugee Assistance
- ☐ Rehabilitation
- ☐ Resettlement

VIII. INFRASTRUCTURE

- ☐ Housing
- ☐ Transportation
- ☐ Urban Development

IX. PRIVATE ENTERPRISE

- ☐ Cooperatives
- ☐ Credit Support
- ☐ Financial Markets
- ☐ Microenterprise
- ☐ Small Enterprise Development

Selections will appear in the USAID PVO Registry available at www.usaid.gov

PVO CLASSIFICATION FORM (Continued)

Select a MAXIMUM of 15 Countries.

PLEASE SELECT ☒ THE COUNTRIES WHERE YOUR ORGANIZATION IS CONDUCTING MOST OF ITS FIELD ACTIVITIES FOR THE CURRENT FISCAL YEAR.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Afghanistan (ANE) | <input type="checkbox"/> Dominican Republic (LAC) | <input type="checkbox"/> Lithuania (EE) | <input type="checkbox"/> Saint Lucia (LAC) |
| <input type="checkbox"/> Albania (EE) | <input type="checkbox"/> Ecuador (LAC) | <input type="checkbox"/> Macau (ANE) | <input type="checkbox"/> Saint Vincent and the Grenadines (LAC) |
| <input type="checkbox"/> Algeria (ANE) | <input type="checkbox"/> Egypt (ANE) | <input type="checkbox"/> Macedonia, The Former Yugoslav Republic of (EE) | <input type="checkbox"/> Samoa (ANE) |
| <input type="checkbox"/> Andorra (EE) | <input type="checkbox"/> El Salvador (LAC) | <input type="checkbox"/> Madagascar (AFR) | <input type="checkbox"/> Sao Tome and Principe (AFR) |
| <input type="checkbox"/> Angola (AFR) | <input type="checkbox"/> Equatorial Guinea (AFR) | <input type="checkbox"/> Malawi (AFR) | <input type="checkbox"/> Saudi Arabia (ANE) |
| <input type="checkbox"/> Anguilla (LAC) | <input type="checkbox"/> Eritrea (AFR) | <input type="checkbox"/> Malaysia (ANE) | <input type="checkbox"/> Senegal (AFR) |
| <input type="checkbox"/> Antigua and Barbuda (LAC) | <input type="checkbox"/> Estonia (EE) | <input type="checkbox"/> Maldives (ANE) | <input type="checkbox"/> Serbia and Montenegro (EE) |
| <input type="checkbox"/> Argentina (LAC) | <input type="checkbox"/> Ethiopia (AFR) | <input type="checkbox"/> Mali (AFR) | <input type="checkbox"/> Seychelles (AFR) |
| <input type="checkbox"/> Armenia (EE) | <input type="checkbox"/> Falkland Islands (Islas Malvinas) (LAC) | <input type="checkbox"/> Malta (EE) | <input type="checkbox"/> Sierra Leone (AFR) |
| <input type="checkbox"/> Aruba (LAC) | <input type="checkbox"/> Fiji (ANE) | <input type="checkbox"/> Man, Isle of (EE) | <input type="checkbox"/> Singapore (ANE) |
| <input type="checkbox"/> Azerbaijan (EE) | <input type="checkbox"/> French Guiana (LAC) | <input type="checkbox"/> Marshall Islands (ANE) | <input type="checkbox"/> Slovakia (EE) |
| <input type="checkbox"/> Bahamas (LAC) | <input type="checkbox"/> French Polynesia (ANE) | <input type="checkbox"/> Martinique (LAC) | <input type="checkbox"/> Slovenia (EE) |
| <input type="checkbox"/> Bahrain (ANE) | <input type="checkbox"/> Gabon (AFR) | <input type="checkbox"/> Mauritania (AFR) | <input type="checkbox"/> Solomon Islands (ANE) |
| <input type="checkbox"/> Bangladesh (ANE) | <input type="checkbox"/> Gambia (AFR) | <input type="checkbox"/> Mauritius (AFR) | <input type="checkbox"/> Somalia (AFR) |
| <input type="checkbox"/> Barbados (LAC) | <input type="checkbox"/> Georgia (EE) | <input type="checkbox"/> Mayotte (AFR) | <input type="checkbox"/> South Africa (AFR) |
| <input type="checkbox"/> Belarus (EE) | <input type="checkbox"/> Ghana (AFR) | <input type="checkbox"/> Mexico (LAC) | <input type="checkbox"/> Sri Lanka (ANE) |
| <input type="checkbox"/> Belize (LAC) | <input type="checkbox"/> Gibraltar (EE) | <input type="checkbox"/> Micronesia, Federated States of (ANE) | <input type="checkbox"/> Sudan (AFR) |
| <input type="checkbox"/> Benin (AFR) | <input type="checkbox"/> Grenada (LAC) | <input type="checkbox"/> Moldova (EE) | <input type="checkbox"/> Suriname (LAC) |
| <input type="checkbox"/> Bermuda (LAC) | <input type="checkbox"/> Guadeloupe (LAC) | <input type="checkbox"/> Mongolia (ANE) | <input type="checkbox"/> Swaziland (AFR) |
| <input type="checkbox"/> Bhutan (ANE) | <input type="checkbox"/> Guatemala (LAC) | <input type="checkbox"/> Montserrat (LAC) | <input type="checkbox"/> Syria (ANE) |
| <input type="checkbox"/> Bolivia (LAC) | <input type="checkbox"/> Guinea (AFR) | <input type="checkbox"/> Morocco (ANE) | <input type="checkbox"/> Taiwan (ANE) |
| <input type="checkbox"/> Bosnia and Herzegovina (EE) | <input type="checkbox"/> Guinea-Bissau (AFR) | <input type="checkbox"/> Mozambique (AFR) | <input type="checkbox"/> Tajikistan (EE) |
| <input type="checkbox"/> Botswana (AFR) | <input type="checkbox"/> Guyana (LAC) | <input type="checkbox"/> Namibia (AFR) | <input type="checkbox"/> Tanzania (AFR) |
| <input type="checkbox"/> Brazil (LAC) | <input type="checkbox"/> Haiti (LAC) | <input type="checkbox"/> Nauru (ANE) | <input type="checkbox"/> Thailand (ANE) |
| <input type="checkbox"/> Brunei (ANE) | <input type="checkbox"/> Honduras (LAC) | <input type="checkbox"/> Nepal (ANE) | <input type="checkbox"/> Timor-Leste (ANE) |
| <input type="checkbox"/> Bulgaria (EE) | <input type="checkbox"/> Hong Kong (ANE) | <input type="checkbox"/> Netherlands Antilles (LAC) | <input type="checkbox"/> Togo (AFR) |
| <input type="checkbox"/> Burkina Faso (AFR) | <input type="checkbox"/> Hungary (EE) | <input type="checkbox"/> New Caledonia (ANE) | <input type="checkbox"/> Tokelau (ANE) |
| <input type="checkbox"/> Burma (ANE) | <input type="checkbox"/> India (ANE) | <input type="checkbox"/> Nicaragua (LAC) | <input type="checkbox"/> Tonga (ANE) |
| <input type="checkbox"/> Burundi (AFR) | <input type="checkbox"/> Indonesia (ANE) | <input type="checkbox"/> Niger (AFR) | <input type="checkbox"/> Trinidad and Tobago (LAC) |
| <input type="checkbox"/> Cambodia (ANE) | <input type="checkbox"/> Iran (ANE) | <input type="checkbox"/> Nigeria (AFR) | <input type="checkbox"/> Tunisia (ANE) |
| <input type="checkbox"/> Cameroon (AFR) | <input type="checkbox"/> Iraq (ANE) | <input type="checkbox"/> Niue (ANE) | <input type="checkbox"/> Turkey (EE) |
| <input type="checkbox"/> Cape Verde (AFR) | <input type="checkbox"/> Ireland (EE) | <input type="checkbox"/> Oman (ANE) | <input type="checkbox"/> Turkmenistan (EE) |
| <input type="checkbox"/> Cayman Islands (LAC) | <input type="checkbox"/> Israel (ANE) | <input type="checkbox"/> Pakistan (ANE) | <input type="checkbox"/> Turks and Caicos Islands (LAC) |
| <input type="checkbox"/> Central African Republic (AFR) | <input type="checkbox"/> Jamaica (LAC) | <input type="checkbox"/> Palau (ANE) | <input type="checkbox"/> Tuvalu (ANE) |
| <input type="checkbox"/> Chad (AFR) | <input type="checkbox"/> Jordan (ANE) | <input type="checkbox"/> Panama (LAC) | <input type="checkbox"/> Uganda (AFR) |
| <input type="checkbox"/> Chile (LAC) | <input type="checkbox"/> Kazakhstan (EE) | <input type="checkbox"/> Papua New Guinea (ANE) | <input type="checkbox"/> Ukraine (EE) |
| <input type="checkbox"/> China (ANE) | <input type="checkbox"/> Kenya (AFR) | <input type="checkbox"/> Paraguay (LAC) | <input type="checkbox"/> United Arab Emirates (ANE) |
| <input type="checkbox"/> Colombia (LAC) | <input type="checkbox"/> Kiribati (ANE) | <input type="checkbox"/> Peru (LAC) | <input type="checkbox"/> Uruguay (LAC) |
| <input type="checkbox"/> Comoros (AFR) | <input type="checkbox"/> Korea, North (ANE) | <input type="checkbox"/> Philippines (ANE) | <input type="checkbox"/> Uzbekistan (EE) |
| <input type="checkbox"/> Congo (Brazzaville) (AFR) | <input type="checkbox"/> Korea, South (ANE) | <input type="checkbox"/> Pitcairn Islands (ANE) | <input type="checkbox"/> Vanuatu (ANE) |
| <input type="checkbox"/> Congo (Kinshasa) (AFR) | <input type="checkbox"/> Kosovo | <input type="checkbox"/> Poland (EE) | <input type="checkbox"/> Venezuela (LAC) |
| <input type="checkbox"/> Cook Islands (ANE) | <input type="checkbox"/> Kuwait (ANE) | <input type="checkbox"/> Qatar (ANE) | <input type="checkbox"/> Vietnam (ANE) |
| <input type="checkbox"/> Costa Rica (LAC) | <input type="checkbox"/> Kyrgyzstan (EE) | <input type="checkbox"/> Reunion (AFR) | <input type="checkbox"/> Virgin Islands, British (LAC) |
| <input type="checkbox"/> Côte d'Ivoire (AFR) | <input type="checkbox"/> Laos (ANE) | <input type="checkbox"/> Romania (EE) | <input type="checkbox"/> Wallis and Futuna (ANE) |
| <input type="checkbox"/> Croatia (EE) | <input type="checkbox"/> Latvia (EE) | <input type="checkbox"/> Russia (EE) | <input type="checkbox"/> West Bank and Gaza Strip (ANE) |
| <input type="checkbox"/> Cuba (LAC) | <input type="checkbox"/> Lebanon (ANE) | <input type="checkbox"/> Rwanda (AFR) | <input type="checkbox"/> Western Sahara (AFR) |
| <input type="checkbox"/> Cyprus (EE) | <input type="checkbox"/> Lesotho (AFR) | <input type="checkbox"/> Saint Helena (AFR) | <input type="checkbox"/> Yemen (ANE) |
| <input type="checkbox"/> Czech Republic (EE) | <input type="checkbox"/> Liberia (AFR) | <input type="checkbox"/> Saint Kitts and Nevis (LAC) | <input type="checkbox"/> Zambia (AFR) |
| <input type="checkbox"/> Djibouti (AFR) | <input type="checkbox"/> Libya (ANE) | | <input type="checkbox"/> Zimbabwe (AFR) |
| <input type="checkbox"/> Dominica (LAC) | | | |

Countries cited are based on information provided by USAID/CDIE as of 5/23/03